

(National Irrigation Administration)

Lungsod ng Quezon

MC # 68, s. 1975

MEMORANDUM CIRCULAR

T O : THE ASSISTANT ADMINISTRATORS; ALL CHIEFS OF DEPARTMENTS AND STAFFS; HEADS OF SPECIAL PROJECTS; REGIONAL IRRIGATION DIRECTORS; CHIEFS OF PROVINCIAL IRRIGATION OFFICES AND SYSTEMS; ADMINISTRATIVE/PERSONNEL OFFICERS; AND ALL OTHERS CONCERNED
National Irrigation Administration

SUBJECT : SUBMISSION OF UP-DATED SPECIMEN SIGNATURE OF SALARY AND POLICY LOAN INDORSING OFFICIALS AND SIGNATURE IDENTIFICATION CARDS OF OFFICIALS AUTHORIZED TO SIGN STATEMENTS OF SERVICE RECORDS

Quoted hereunder for the information and compliance of officials and employees concerned are pertinent provisions of GSIS Circular No. 163, dated September 3, 1973 and Memorandum Circular No. 178, dated July 29, 1975 concerning the submission of up-dated specimen signatures of salary and policy loan indorsing officials and signature identification cards of officials authorized to sign statements of service records, respectively. GSIS Circular No. 163 provides, thus;

"In view of the reorganization being effected in various levels of both the local and national governments as well as in government owned or controlled corporations, several officials who were previously authorized to indorse or sign policy and salary loan applications are no longer authorized to do so by virtue of their transfer, retirement and separation from the service.

In order that the System can up-date its files of specimen signatures of officials from all offices who are duly authorized to indorse or sign policy and salary loan applications, it is hereby requested that all said officials submit to the System new specimen of their signatures using the forms herewith attached."

GSIS Memorandum Circular No. 178, provides, thus;

"This is in connection with the submission of service records as basis for the issuance of policies and to support payment of life and retirement benefits of members. To enable this Office to determine the authenticity of signatures of certifying officials and thereby forestall fraudulent certification of service records, it is requested that the System be furnished with specimen signature of two (2) officials who are

authorized to certify service records of personnel of each bureau or office.


Before each official certifies the service record, he shall be sure that the data appearing therein have been taken from the files of his Office, that such record of service really and actually exists in that Office. If the service record has been reconstructed, particularly that covering service rendered in another Office, explanation as to the source of the record should be indicated. (Under-scoring supplied)

The official to certify the service record shall be the chief of office or anyone of the following officials authorized by him to certify service records; assistant chief of office, administrative officer, personnel officer or any other official who is charged with the responsibility of gathering, safe-keeping and servicing of records of employees of his Office.

For the above purposes, it is therefore directed that officials authorized to sign salary and policy loan applications, i.e., the Regional Administrative Officers, Chiefs of Provincial Irrigation Offices/System/Projects, Personnel Officers and Cashiers should accomplish three (3) copies of Signature Identification Cards. The specimen signatures of these authorized officials should be certified to by their respective Regional Irrigation Director/Head of Special Project and submitted to the NIA Central Office not later than October 15, 1975, ATTENTION: THE CHIEF, ADMINISTRATIVE DEPARTMENT, for certification.

It is likewise directed that in cases of transfer, resignation, or retirement of any such officials, those who will take over their duties and responsibilities should be required to submit their specimen signatures to the System through this Office in order not to disrupt the smooth transactions with the System.

Compliance is enjoined.


ALFREDO L. JUINIO
Administrator

N.B.:

Signature Identification Cards may be secured from the GSIS Regional Offices.

110/pt1 September 24, 1975